



## Planning for Self-Assessments: Tips

### Team Selection

Your goal is to create a diverse team of individuals to conduct the self-assessment at your site. Use the following information to help you identify who should be included:

- The assessment leader is typically the Club director, site coordinator, program director or site management, but the leader can be whoever the Club director identifies to act as team leader.
- Team members should include:
  - At least two frontline program staff
  - Volunteers
  - Additional program staff
- Don't build a team of only administrative staff.

### Team Training

- The self-assessment team leader and those conducting observations should attend the YPQA Basics. They can attend in person or online. The online version is included in the CQI Toolkit.
- If self-assessment team members can't attend YPQA Basics, they should get trained from the self-assessment leader using the Take It Back Agenda, which is included in this toolkit.
- All staff should be familiar with the YPQA.
  - An interactive introductory course is available online for all staff at <http://www.cypq.org/takeitback>.
  - You can also use the Take it Back Agenda and share this with staff.

### Data Collection Preparation

- Schedule observations of structured programs such as education, health and wellness, arts, etc.
- Avoid homework help, open gym, unstructured computer time, drop-in time, etc.
- Notify program staff and youth of scheduled observation times.
- Rearrange schedules to allow program staff to observe each other.

### Observation and Note Taking

- Observe at least one hour of programming. If timing and staff schedules do not allow for full observations, consider the following:
  - Observe at least one hour of programming, divided among self-assessment team members (e.g., three people observe for 20 minutes, four people observe for 15 minutes).
  - Vary observation times so that your observations include the beginning, middle and end of different sessions.
- Bring the back page of the YPQA as a reference for the things you should be looking for.
- Do not take notes directly on the YPQA form.



- Notes should include quotes, actions and other pertinent information that you see and hear.
- Each interaction you observe might provide evidence that helps you score more than one item on the YPQA.
- Keep in mind you will be relying on your notes to take score.

### **Team-based Scoring Meeting**

- Involve program staff.
- Plan more time for the meeting than you think you'll need and schedule it as close to the observations as possible.
- Discuss each item and row as a team. The conversation is the most important part of self-assessment.
- Have each team member present their evidence from their notes. Together, select the best score for each item. When team members disagree, you should consider the evidence supporting each score you might assign; however, when in doubt, lean toward the higher score.
- No two's or four's.
- Note areas for which team members disagree about scores. These might be good items to focus on in your Improvement Plan.